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Job Title: District Asset Management and Operations – Associate Project Manager

Department: Harvard Allston Land Company (HALC)

Grade 57

Job Code: 358057

Reports to: Chief Operating Officer

Duties & Responsibilities

HALC is a subsidiary of Harvard University and is currently overseeing planning and development for the implementation of the University's Enterprise Research Campus (ERC) in Allston. The vision for the ERC is to transform a historically vacant and underutilized site into a vibrant mixed-use district centered on innovation, collaboration, and entrepreneurship. The first phase, constructed in partnership with a private developer, is nearing completion.

HALC seeks a dedicated, talented, resourceful, and enthusiastic individual to join our team as the District Asset Management and Operations Associate Project Manager. Reporting to the Chief Operating Officer the Associate Project Manager will play a critical role by providing asset management and operational support to the Harvard Allston Land Company as Phase A of the ERC becomes fully on-line during 2026, and in anticipation of additional phases as the broader ERC district is developed over time. The APM will be part of a project manager pool and support several HALC directors in this cross-functional role, including the Managing Director of Planning and Design and the Director of Finance and Operations. The APM will play a key role in supporting programming and activation of Allstonway, the community open space at the heart of the Enterprise Research Campus.

Primary duties and responsibilities include:

- Operations and maintenance – the APM will coordinate with the team responsible for the provision of operations and maintenance of the outdoor public space in the ERC, as well as serve as primary point of contact for the property management teams in the commercial buildings. The APM will maintain point of contact information and protocols for use in maintenance and/or other emergencies needing rapid response coordination
- Programming and public art – the APM will be the primary point of contact for HALC with the Allstonway programming operator, Tishman Speyer. In this capacity, the APM will ensure the Greenway Programming Plan and the Public Art Program are executed in compliance with established agreements and guidelines. The APM will also support execution of HALC's innovation ecosystem strategy, University collaborations and cross-functional activation initiatives.
- Budget and financial planning – In coordination with Harvard Real Estate and other University partners, the APM will lead development of the ERC District annual operating

budget, including the calculation and collection of the annual district fee. In addition, the APM will develop a formal 5-year capital maintenance and reserves plan for the ERC District in collaboration with University partners

- District guidelines – the APM will help ensure Allstonway activities are in compliance with district guidelines, and develop standard operating procedures for district activities, including work orders and budget approvals
- Communications and records management – the APM will oversee a suite of communication and record keeping tools, including the development and maintenance of a shared calendar, record-keeping within Yardi, and the development of metrics / KPIs for use in decision-making and reporting
- Compliance – the APM will ensure that ground lease development partners remain in compliance with all business, legal and reporting requirements under the terms of the ground lease agreements
- Other special projects as needed – in support of HALC priorities

Basic Qualifications

- BA/BS in related field required.
- Minimum of 5 years experience in a related field, advanced education may count towards years of experience.
- Demonstrated experience in Microsoft Office Suite (Word, Excel, PowerPoint, Project and Outlook) required.

Additional Qualifications

- Experience in asset management for large scale mixed-use urban projects is a plus.
- Exposure to real estate finance and legal agreements is a plus.
- Experience with district level activation and community building, including programmed events, public art installations and passive activations is a plus.
- Have demonstrated experience working with multiple internal and external constituencies.
- Have the ability to work within the context of a complex and dynamic organization and independently as needed.
- Enjoy working in start-up like environment, with the necessary ability to be nimble and flexible as work dictates.
- The ideal candidate must have:
 - Excellent written, oral, and graphic communication skills,
 - Exceptional interpersonal, time management, and reporting skills,
 - The ability to work collaboratively across teams and with a variety of projects and constituencies,
 - Excellent organizational and interpersonal skills and have the ability to advance multiple assignments simultaneously and handle difficult situations with a high level of professionalism, and
 - High attention to detail.

